

ADMINISTRATIVE

INTERNAL USE ONLY

Case File: O/L

28 March 1963

Executive Assistant to the DD/S

Chief, Records Management Staff/DDS

Mail Transporting Equipment

1. Recommendation #21 of the Survey Report of the Agency Courier System dated 29 June 1962 proposes:

"21. PROVIDE THE COURIER SYSTEM WITH SUITABLE MAIL TRANSPORTING EQUIPMENT".

2. In an effort to assist in accomplishing this recommendation, we have searched for suitable equipment and the attached brochures and photographs illustrate possibilities for consideration.

3. At the request of the Office of Security, I have arranged for Mr. John Liakos, representative of the Werres Company to come here on 3 April at 10:00 to discuss this equipment. This Company has provided special Mail Handling equipment for the State Department, HEW, Social Security and the Pentagon. I will advise whether this company seems to offer possibilities for our use. Perhaps someone from the Office of Logistics Services Division may want to attend this meeting.

Attachments

DDS/RMS

(28 March '63)

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<div></div> <p>tell me they have never seen the complete Survey Report on the Agency Courier System. I made my file copy available <div></div> Friday, 29 March 1963, and she says it helped to clarify the over-all purpose of the survey and the recommendations proposed.</p>			
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<p>Remarks:</p> <p><div style="border: 1px solid black; width: 100px; height: 15px; margin-bottom: 10px;"></div></p> <p>Could you encourage the use of the Multi-purpose pocket-type Envelopes (samples attached) throughout the Comptroller Area? These can be obtained from the BSO and when they are used with the Courier Receipt and Log Records, Form 240, the addressing of envelopes is unnecessary. There are other advantages too, as indicated on the attached flier.</p>							
<p>HERE TO RETURN TO SENDER</p> <table border="1" style="width: 100%;"> <tr> <th>ADDRESS AND PHONE NO.</th> <th>DATE</th> </tr> <tr> <td>Records Mgmt Staff</td> <td>3/29/63</td> </tr> </table>				ADDRESS AND PHONE NO.	DATE	Records Mgmt Staff	3/29/63
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<div style="border: 1px solid black; width: 150px; height: 40px; margin-bottom: 5px;"></div> <p>604 - 106 - 16th St. NW</p>							
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